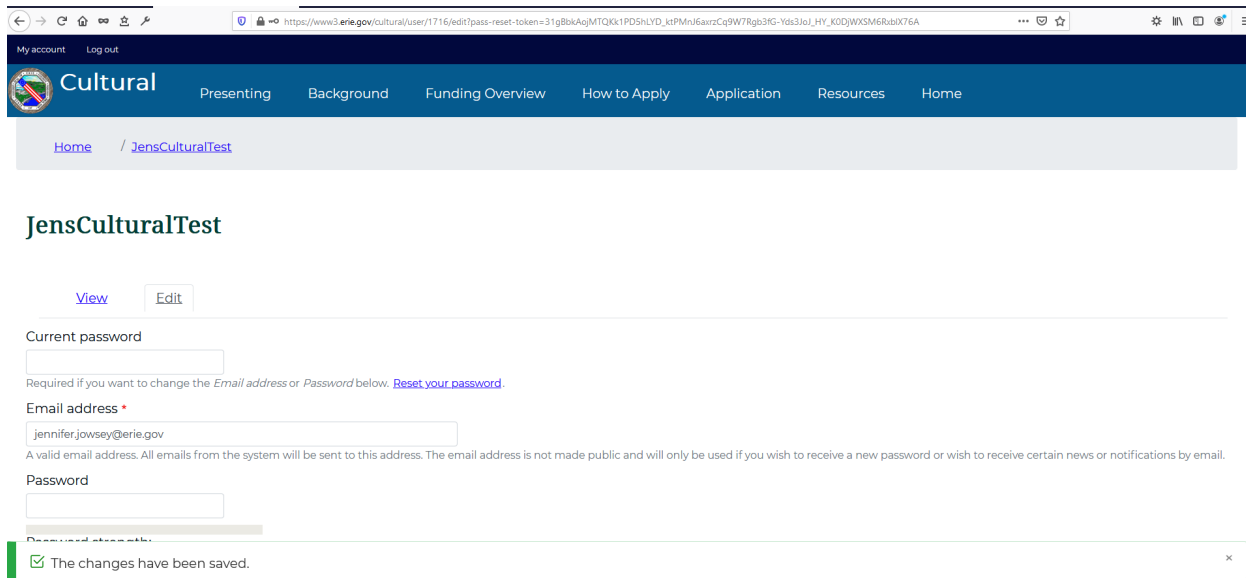


To Create an Account:

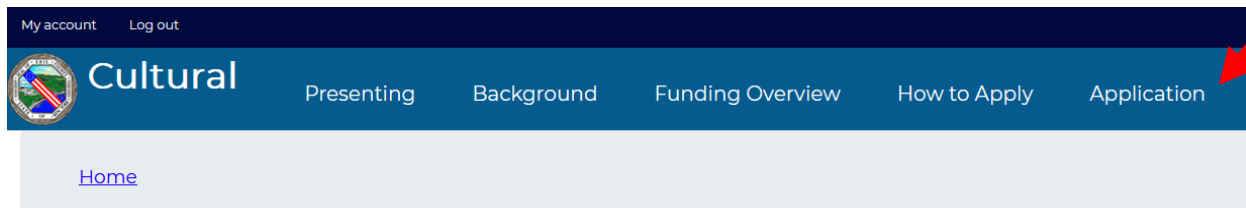
Visit <https://www3.erie.gov/cultural/form/cultural-organization-applicatio>

You will receive an email when your account has been created. Follow the link in the email to set your password. After you set your password, you will get an on-screen confirmation that the change has been saved.

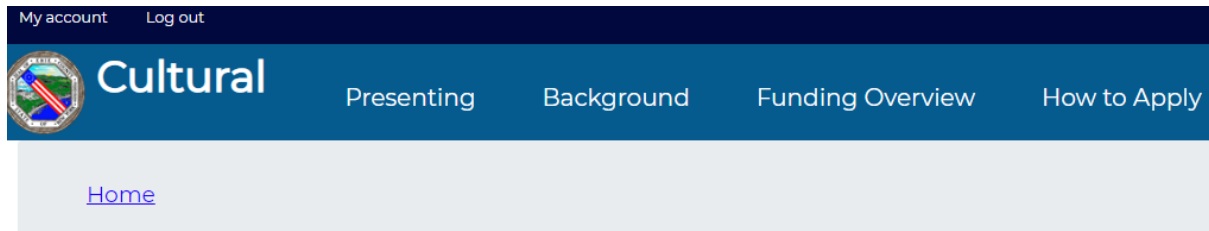


The screenshot shows a web browser window with the URL https://www3.erie.gov/cultural/user/1716/edit?pass-reset-token=31g8bkAejMTQk1PD5hLYD_ktPMnJ6arrzCq9W7Rg33IG-Yds3Jol_HY_K0DjWXS6R6bX76A. The page header includes "My account" and "Log out" links. The main navigation bar contains "Cultural", "Presenting", "Background", "Funding Overview", "How to Apply", "Application", "Resources", and "Home". The breadcrumb trail shows "Home / JensCulturalTest". The page title is "JensCulturalTest". Below the title are "View" and "Edit" buttons. The form contains fields for "Current password", "Email address" (with the value "jennifer.jowsey@erie.gov"), and "Password". A confirmation message at the bottom states "The changes have been saved."

You are now logged in to the site and may complete the application. Click the **Application** link in the menu bar at the top of the screen.



Click the **2021 Application** link in the body of the page:

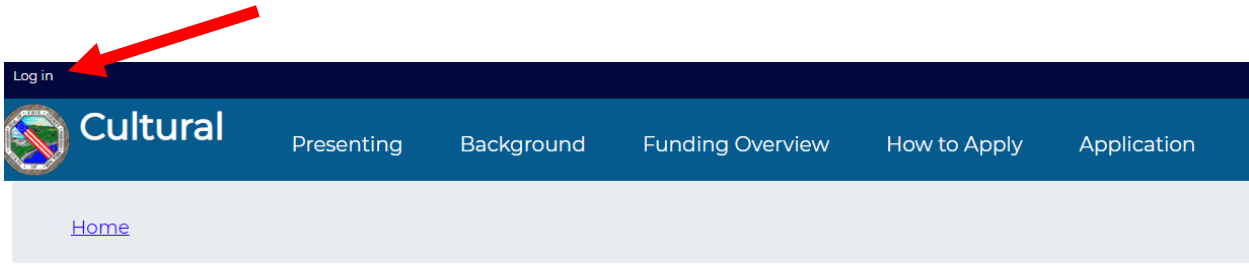


Application

[2021 Application](#)

[Request an account](#)

If you get a message that you are not authorized to access the page, make sure you are logged in. Click the **Log in** link in the top left to log in to the site to continue.



Access denied

You are not authorized to access this page.

At the bottom of each page is a Save Draft where you can save your progress:

A screenshot of a form section. It contains two input fields: "Board Chair/President/etc. email" and "Board Chair/President/etc. Phone Number". Below these fields are two buttons: "Save Draft" and "Go to Part 2". A red arrow points to the "Save Draft" button. Below the form is a dark blue bar with the text: "If you would like to apply and be contacted by email when the new application is available, please email". At the bottom of this bar is a green checkmark icon and the text: "Submission saved. You may return to this form later and it will restore the current values." with a close button (x) on the right.

If you fail to fill out a required field, you will be notified which field(s). You **can not** proceed without completing these fields:

Name of Board Chair/President/etc.

Title/Position

Title/Position field is required.

First

First field is required.

Middle

Last

12 errors have been found:

[Title,](#)

[Title/Position,](#)

[First,](#)

[Last,](#)

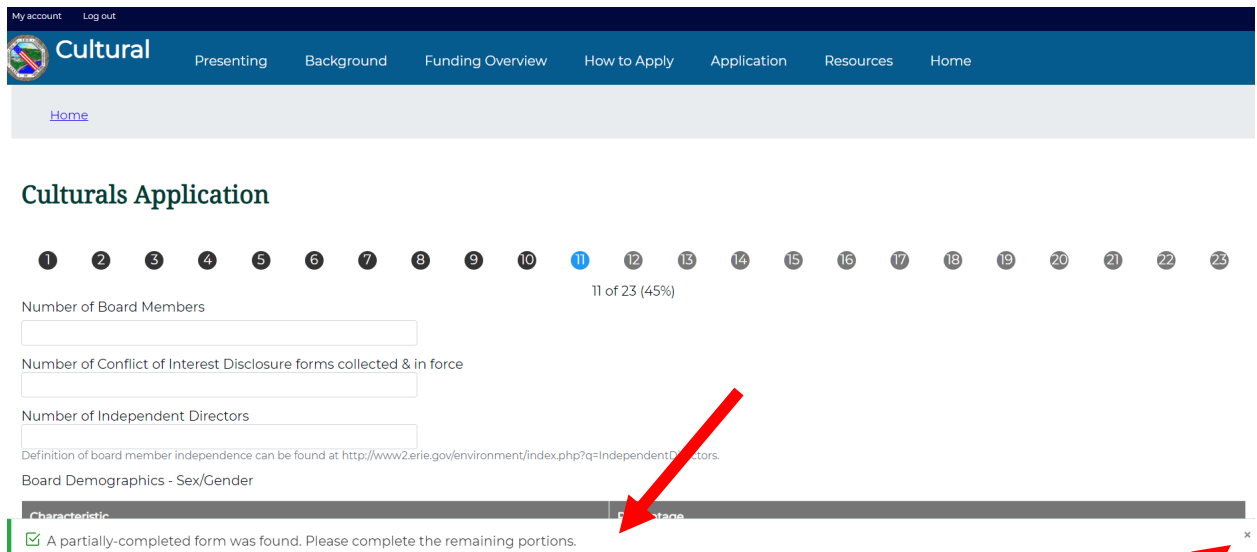
[Title,](#)

[Title/Position,](#)

[First,](#)

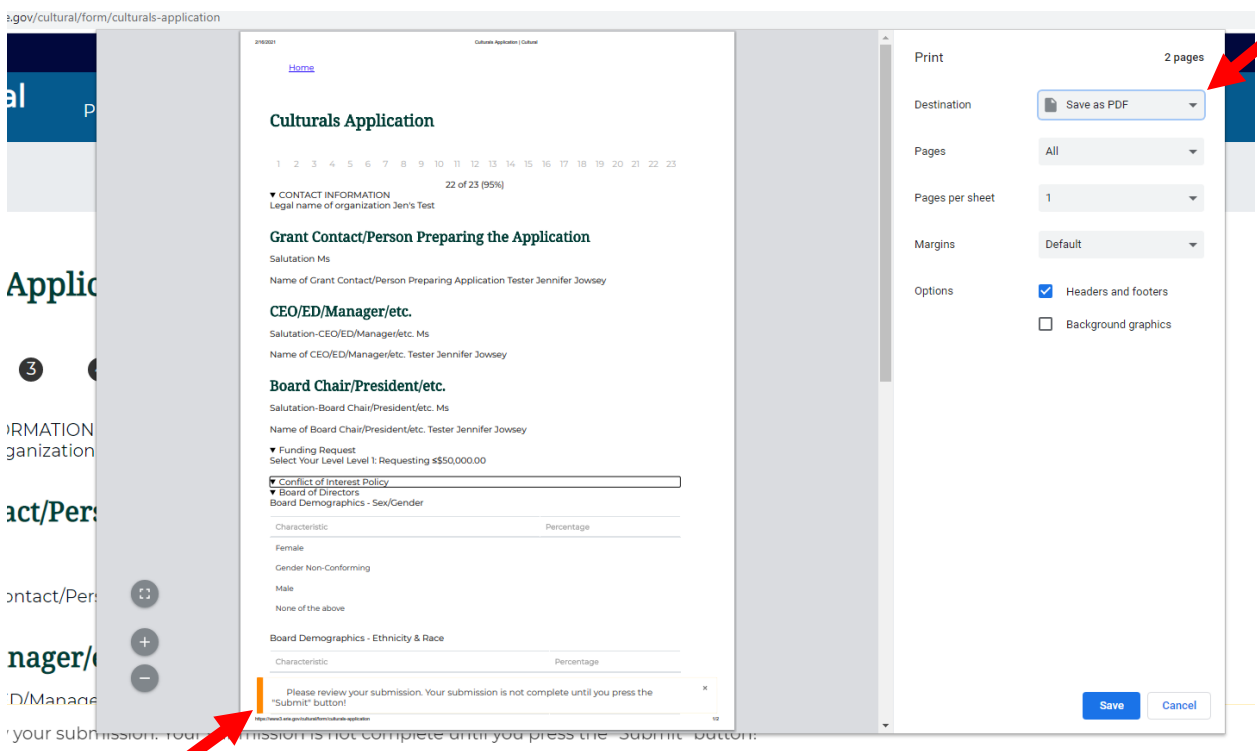
[Last](#)

If you exit the form for any reason, or log out of the site before submitting, when you log in again, you are taken to the step where you left off (whether or not you “saved draft” at that point). There is a note at the bottom of the screen that your partially completed form has been found:



To dismiss notifications on your screen, click the X on the far right of each message

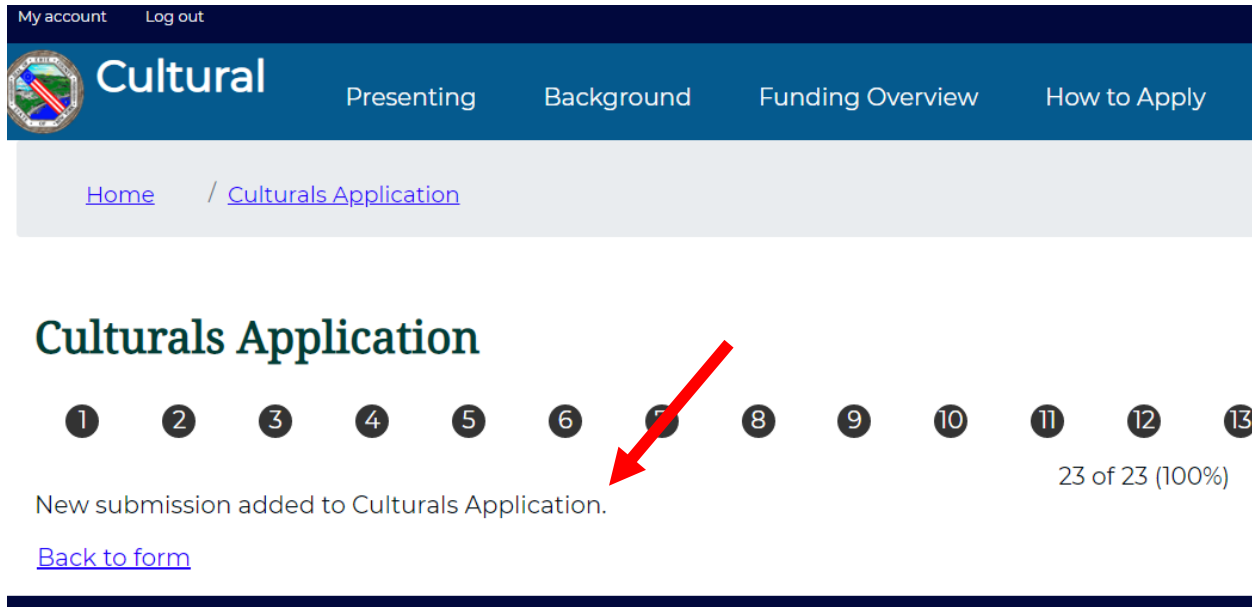
Before you submit your application, click the **Preview** button. This will show a summary of your application. In your browser window, choose **Print** and **Save as PDF** (this will vary by browser; example is shown in Chrome):




Note the warning on the screen that your submission is not complete until you hit Submit.

Your submission is final.

When you click **Submit**, you will get a confirmation that your application has been added:



My account Log out

 **Cultural** Presenting Background Funding Overview How to Apply

[Home](#) / [Culturals Application](#)

Culturals Application

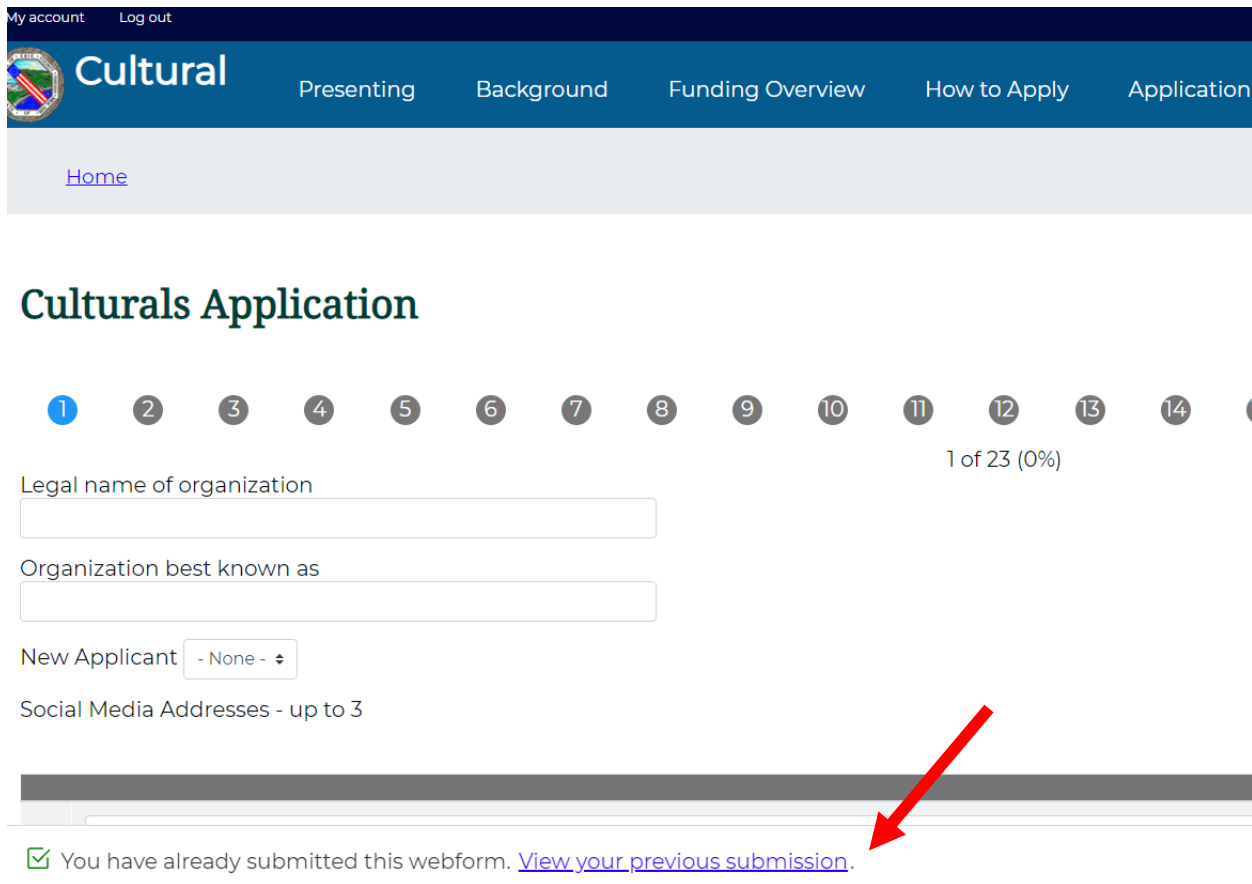
1 2 3 4 5 6 7 8 9 10 11 12 13

23 of 23 (100%)


New submission added to Culturals Application.

[Back to form](#)

If you click **Back to form**, or any time you visit the application, you will see the note that you've already completed this form, with a link to view your submission:



My account Log out

 **Cultural** Presenting Background Funding Overview How to Apply Application

[Home](#)

Culturals Application

1 2 3 4 5 6 7 8 9 10 11 12 13 14

1 of 23 (0%)

Legal name of organization

Organization best known as

New Applicant

Social Media Addresses - up to 3

You have already submitted this webform. [View your previous submission.](#)

IF INSTRUCTED TO BY ERIE COUNTY:

Click **Edit** to make changes. **You must click through to the end of the form and click Save to save your changes.** When you do, you will get a message that your form has been updated:

Culturals Application: Submission #4

[View](#)

[Edit](#)

1 2 3 4 5 6 7 8 9 10 11 12

1 of 23 (

► Submission information

Legal name of organization

Jen's Test

Organization best known as

New Applicant


Social Media Addresses - up to 3

+

Submission updated in *Culturals Application*.

You may also click the **Submissions** link in the breadcrumbs at the top of the page:

My account Log out

 **Cultural** Presenting Background Funding Overview How to Apply

[Culturals Application](#) / [Submissions](#)

Culturals Application: Submission #4


[View](#)

[Edit](#)

► Submission information

This will show you a list of your submissions (you should only have one). The submission number is an automatically generated system number; clicking on it is another way to view your submission:

My account Log out

 **Cultural** Presenting Background Funding Overview How to Apply Application Resources Home

[Culturals Application](#)

Submissions to *Culturals Application* for *JensCulturalTest*

1 submission

#	Created	IP address
4	Tue, 02/16/2021 - 10:52	144.71.77.244